

CEA



CAREER EXECUTIVE ASSIGNMENT

The Department of Justice is committed to providing Equal Opportunity to all regardless of Race, Color, Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: Department of Justice

POSITION TITLE: Chief, C.E.A. I
Office of Program Review and Audits

POSITION LOCATION: Sacramento

FINAL FILING DATE: February 10, 2006

DUTIES/RESPONSIBILITIES:

Under the general direction of the Chief Deputy Attorney General, Administration and Policy, the Chief, Office of Program Review and Audits, directs the primary trouble-shooting team for the Attorney General to identify departmental issues and problems, and to make policy recommendations for implementation within the various and diverse programs within the Attorney General's Office and California Department of Justice. This position represents the Attorney General before other state, federal, and local agencies with regard to audits conducted by external organizations.

EXAMINATION INFORMATION

The examination process will be as follows:

An application screening process will be conducted by a departmental evaluation committee which will evaluate all applicants on the basis of the qualifications listed in this announcement. Those individuals considered most qualified may be interviewed.

Minimum Qualifications:

Applicants must be state employees with permanent California State Civil Service status or meet the criteria of Government code Sections 18990 or 18992 and satisfy the following minimum qualifications as follows:

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Final Filing Date:

Desirable Qualifications: Broad and extensive experience directing the performance of program evaluations within diverse program areas in order to identify operational issues to improve business practices; experience evaluating and implementing security systems based on state policies; experience in evaluating EDP systems and providing quality assurance and reviews related to information technology projects; and broad and extensive experience in directing and preparing complex audits to evaluate adequacy and effectiveness of internal controls maintained within various program areas.

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

KNOWLEDGE OF: The organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administrations, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving principles and practices of policy formulation and development; personnel management; techniques of the department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

ABILITY TO: Plan, organize, and direct the work of multi disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteer; in State service, other government settings, or in a private organization.)

The results of this examination may be used for subsequent vacancies in this class within the next 12 months.

All interested applicants must complete a Standard State Application (Form 678) and specify the location for which you are applying. Submit the completed application and resume to the Department of Justice address listed below.

(Mailing Address)

Department of Justice
Testing and Selection Unit
Attn: Cheryl A. Hernandez
P.O. Box 944255
Sacramento, CA 94244-2550

(File in Person)

Department of Justice
Testing and Selection Unit
Attn: Cheryl A. Hernandez
1300 I Street, 7th Floor
Sacramento, CA 95814

Question regarding this examination should be directed to Don Hayashida at (916) 324-5043 (ATSS) 454-5043.